COMPENDIUM OF CERCLA RESPONSE SELECTION GUIDANCE DOCUMENTS

USERS MANUAL

U. S. ENVIRONMENTAL PROTECTION AGENCY OFFICE OF WASTE PROGRAMS ENFORCEMENT

MAY 1989

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1.0 INTRODUCTION

This manual describes how to use the "Compendium of CERCLA Response Selection Guidance Documents" (Compendium). Each U.S. Environmental Protection Agency (EPA) Regional Office maintains a compendium of guidance documents frequently used during development and selection of response actions under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA).

EPA Headquarters used several sources to develop the initial Compendium. These sources included a pamphlet titled "Selected Technical Guidance for Superfund Projects" (OSWER Directive 9200.7-01); the OSWER Directive System; the Superfund, Resource Conservation and Recovery Act (RCRA), and Enforcement dockets; the Hazardous Waste Collection Database; and any existing regional compendiums. The documents in the Compendium are referenced in administrative records for decisions on selection of response actions.

The administrative record described here is the body of documents that form the basis for selection of a CERCLA response action. Establishment of the administrative record is required by §113(k) of CERCLA. An administrative record is the compilation of documents considered or relied on by EPA in making a decision. Documents that EPA anticipates will be included in the administrative record when the decision on a response action selection is made, are referred to as the "administrative record file." Guidance documents, or portions of guidance documents, that are considered or relied on in selecting a CERCLA response action should be part of an administrative record file.

Certain frequently used guidance documents may be referenced in the index to an administrative record but not physically included in the administrative record file. The reference should indicate the title and location of any documents included in the administrative record but maintained in the Compendium, which is kept at a central regional location. If a guidance document that is not listed in the Compendium is considered or relied on in selecting the response action, the document must be physically included in the administrative record file. The Compendium helps reduce the burden of copying and storing multiple copies of frequently used guidance documents.

Section 2.0 of this manual briefly discusses use of the Compendium by EPA personnel and the public. Section 3.0 discusses the Compendium's file and index structure. Documents in the Compendium are filed in three-ring binders and listed on an index which is generated by and

maintained on a computer database. Procedures for updating the Compendium are presented in Section 4.0.

2.0 OVERVIEW OF COMPENDIUM USE

The Compendium is intended for use by two groups: EPA personnel, during the process of response action selection and administrative record development, and the public, for review of documents referenced in the index to an administrative record.

The user should note that although the term "guidance" is often used in discussing the Compendium, it does not imply that only guidance documents are included. The documents may also be policies, memoranda, clarifications, case studies, manuals, handbooks, reports, and other documents used in the selection of CERCLA response actions.

2.1 USE BY EPA PERSONNEL

EPA personnel use the Compendium primarily to reference frequently used guidance documents that may be maintained in the Compendium rather than physically included in each administrative record file. The index must indicate which documents are physically located in the Compendium and must specify the location and accessibility of the Compendium. The index should also reference only the specific documents in the Compendium that were considered or relied on for the site for which the record is being compiled. The index should not reference the entire Compendium.

2.2 USE BY THE PUBLIC

As with any unrestricted document included in a record, the Compendium documents are accessible for public review. When EPA publishes a notice of availability of an administrative record file, that notice will include the location of the Compendium. The Compendium will be available for public viewing at a central regional establishment (for example, the EPA Regional Office), and not at or near the site for which the record is being compiled. (See Appendix A for a list of the location of each regional copy of the Compendium and the names of the Regional Administrative Record Coordinators.)

3.0 STRUCTURE OF THE COMPENDIUM

Currently, the Compendium is organized into 10 categories. An overview of the file structure is presented below, as well as a discussion of the index that identifies the documents included in the Compendium. This section also discusses the data elements identified in the index. The data elements provide vital information on the documents included in the Compendium and are contained in a database used to compile the Compendium and generate the index.

3.1 FILE STRUCTURE

The Compendium is structured according to 10 major categories that generally reflect the various components of a response action selection under CERCLA. Table 3-1 lists the current Compendium categories. The documents are further grouped into subcategories that indicate their more specific nature, when applicable. For example, the remedial investigation/feasibility study (RI/FS) section of the Compendium is broken down into more specific subcategories to identify the wide range of RI/FS documents available. When the documents apply to multiple categories, secondary references are provided in the Compendium index.

Each document has been assigned a unique four-digit document number. The bound documents contained in each category are arranged numerically. When a user wants to access a document, he or she will find the document filed according to the assigned number. The four-digit number series assigned to each category are also listed in Table 3-1.

3.2 INDEX STRUCTURE

When an administrative record index refers to a document contained in the Compendium, that document is also identified in the Compendium index. The index, contained as the first document in the Compendium, provides the information necessary to identify and locate the desired document. (For a copy of the current Compendium index, see Appendix B.)

Because in most cases the user will know the title of the document rather than the number assigned, the index lists the documents under each category in alphabetical order. An alphabetical listing of secondary references follows the primary documents listed under each category.

TAPLE 3-1
COMPENDIUM CATEGORIES AND NUMBER SERIES

CATEGORIES	NUMBER SERIES			
Index	0000			
Pre-Remedial	0001-0999			
Removal Action	1000-1999			
Remedial Investigation/ Feasibility Study	2000-2999			
General	2000-2099			
RI Data Quality/Site & Waste Assessment	2100-2199			
Land Disposal Facility Technology	2200-2299			
Other Technologies	2300-2399			
Groundwater Monitoring & Protection	2400-2499			
ARARs1	3000-3999			
Water Quality	4000-4999			
Risk Assessment	5000-5999			
Cost Analysis	6000-6999			
Community Relations	7000-7999			
Enforcement	8000-8999			
Selection of Remedy/Decision Documents	9000-9999			

¹ Applicable or Relevant and Appropriate Requirements

The Compendium index is maintained on a database using dBASE III Plus software. This database contains numerous data elements that store the information distinguishing and grouping each document into the appropriate categories. The database is currently maintained at EPA Headquarters.

Maintaining the index in a database allows the information to be organized in different ways. For example, should the Region need an index that is sorted entirely in alphabetical order by title, chronologically by document date, numerically by the number assigned each document, etc., EPA Headquarters can generate and forward such an index. The data elements of the Compendium database, as identified on the index, are included in Appendix B.

4.0 UPDATING THE COMPENDIUM

The Compendium is designed to allow for the periodic addition of newly developed policy or guidance documents. Updates to the Compendium are necessary in the following cases: (1) EPA releases relevant new guidance, policy, reports, etc.; (2) regional staff find additional documents that should be included in the Compendium; and (3) existing documents are revised or superseded. EPA Headquarters will continue to monitor the information sources used to develop the initial Compendium for new or revised documents that may qualify for inclusion in the Compendium.

Guidance documents identified for addition to the Compendium will be reviewed and relevant information will be entered into the existing database. After the database is updated, a new index will be generated and sent to each Regional Office. This new index will replace any previous indices. Hard copies of the additional documents will be sent to each region for inclusion in the Compendium. The revised index will indicate the category for each new document.

4.1 REGIONAL INPUT

Parties involved in the response action selection process, as well as Administrative Record Coordinators, may find documents that are frequently included in administrative records but are not referenced in the Compendium. In such cases it may be desirable to include the documents in the Compendium as part of the updating process. However, since the Compendium is designed to be nationally applicable, only documents used frequently in different regions will be included. Any region-specific document should be maintained in separate regional files and not in the Compendium.

4.2 KEEPING THE COMPENDIUM CURRENT

Once a document is included in the Compendium, it will remain in the Compendium to maintain the integrity of any record that refers to it. However, documents contained in the Compendium may be revised in the future to reflect changes, for example, changes in policy, technology, or law. The most current version of these documents will be added to the Compendium, as appropriate, so that they will be available for the administrative record process.

Although no document included in the Compendium will ever be replaced or removed once an administrative record index refers to it, those documents that are superseded will be flagged and identified on a separate index (superseded index) attached to the Compendium's main index. The superseded index will also identify the corresponding revised version added to the Compendium to indicate the new document that should be used.

Response action selections frequently rely on technical data generated at Superfund sites across the country. Such data is often maintained on national databases. Depending on their use and availability, certain of these databases may be included in the Compendium. For example, the Public Health Risk Evaluation Database (PHRED) is part of the Compendium. PHRED is stored on two floppy diskettes that are regularly updated as additional information becomes available. Whenever updated PHRED diskettes are generated, they will be added to the Compendium. Those diskettes that were previously included will also remain in the Compendium and will be identified on the superseded index.

APPENDIX A

REGIONAL COMPENDIUM LOCATIONS AND ADMINISTRATIVE RECORD COORDINATORS

Region	Address	Coordinator/PH # 1. Remedial 2. Removal
I	90 Canal Street Boston, MA 02203	1. Diane Kelley (617)573-1672 FTS 833-1672
	60 Westview Street * Lexington, MA 02173	2. Pam Bruno (617)860-4309
II	26 Federal Plaza New York, NY 10278	1. Jennie Delcimento (212)264-8676 FTS 264-8676
	Woodbridge Avenue * Raritan Depot - Bldg 10 Edison, NJ 08837	2. Mark Pane (201)321-6813 FTS 340-6813
III	841 Chestnut Street Philadelphia, PA 19107	1. Margaret Leva (215)597-3037 FTS 597-3037
		2. Dennis Carney (215)597-0992 FTS 597-0992
IV	345 Courtland Street, N.E. Atlanta, GA 30365	1. Charlotte Williams (404)347-2930 FTS 257-2930
		2. Jan Rogers (404)347-3931 FTS 257-3931
V	230 South Dearborn Street Chicago, IL 60604	1. Susan Swales (312)886-7336 FTS 886-7336
		2. Pam Schafer (312)886-2120 FTS 886-2120
VI	1445 Ross Avenue 12th Floor, Suite 1200 Dallas, TX 75270	1. Karen Witten (214)655-6735 FTS 255-6735
		2. JoAnn Woods (214)655-2270 FTS 255-2270

The Compendium was initially distributed to remedial Administrative Record Coordinators only. Copies may not be located at this address.

Region	Address	Coordinator/PH # 1. Remedial 2. Removal
VII	726 Minnesota Avenue Kansas City, KS 66101	1. Maureen Hunt (913)236-2856 FTS 757-2856
	25 Funston Road * Kansas City, KS 66115	2. Helen Bennett (913)236-3881 FTS 757-3881
VIII	999 18th Street Suite 500 Denver, CO 80202	1. Carol Macy (303)293-1281 FTS 564-1281
·		2. Carol Pokorny (303)294-7638 FTS 564-7638
IX	215 Fremont Street San Francisco, CA 94105	1. Thomas Mix (acting) (415)974-7414 FTS 454-7414
		2. Same
X	1200 Sixth Avenue Seattle, WA 98101	1. Lynn Williams (206)442-2121 FTS 399-2121
		2. Same

The Compendium was initially distributed to remedial Administrative Record Coordinators only. Copies may not be located at this address.

APPENDIX B

COMPENDIUM OF CERCLA RESPONSE SELECTION GUIDANCE DOCUMENTS

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Category - Subcategory	Number Series*	Page
Pre-Remedial	0001-0002	1
Removal Action	1000-1008	1
RI/FS - General	2000-2012	2
RI/FS - RI Data Quality/Site & Waste Assessment	2100-2119	2
RI/FS - Land Disposal Facility Technology	2200-2212	4
RI/FS - Other Technologies	2300-2320	5
R1/FS - Ground-Water Monitoring & Protection	2400-2408	7
ARARs	3000-3005	8
Water Quality	4000-4003	9
Risk Assessment	5000-5015	9
Cost Analysis	6000-6001	11
Community Relations	7000-7000	11
Enforcement	8000-8001	12
Selection of Remedy/Decision Documents	9000-9001	12

Data Element Definitions

List of Organizational Abbreviations and Acronyms Identified in the Index

The range for each number series identified represents the numbers assigned to those documents currently in the Compendium.

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DATA ELEMENT DEFINITIONS

The data elements of the Compendium database, as identified on the index, are shown below:

DATA ELEMENT	DEFINITION
Doc No	Unique four-digit number assigned to a document included in the Compendium according to category.
Vol	Volume number of the binder in which the hard copy of the document is contained.
Title	Title of the document. Secondary Reference is identified following the title when a document relates to more than one category. The document itself is filed under the number series assigned to its primary category.
Date	The date the document was published by or released from the issuing office or entity.
Authors	Author(s) and affiliation(s). Also includes identification of the EPA Project Officer and issuing office, where applicable.
Status	Indicates the status of a document, either draft or final version.
Pages	Total number of printed pages of the document, including any attachments.
Tier	Tier 1 or Tier 2. Tier 1 documents are the core documents of the Compendium as listed in the pamphlet titled "Selected Technical Guidance for Superfund Projects," compiled by OERR. Tier 2 documents are all other documents included in the Compendium.
Attachments	Attachments to a document by complete or abbreviated title.
OSWER/EPA Number	EPA report or OSWER Directive System numbers, where applicable.

LIST OF ORGANIZATIONAL ABBREVIATIONS AND ACRONYMS IDENTIFIED IN THE INDEX

Organization	Acronym
Agency for Toxic Substances and Disease Registry	ATSDR
Center for Environmental Research Information	CERI
Contract Laboratory Program	CLP
U.S. Corps of Engineers	COE
Exposure Assessment Research Division	EARD
Environmental Criteria and Assessment Office	ECAO
Environmental Monitoring Systems Laboratory	EMSL
Emergency Response Division	ERD
Environmental Research Laboratory	ERL
Hazardous Response Support Division	HRSD
Hazardous Site Control Division	HSCD
Hazardous Site Evaluation Division	HSED
Hazardous Waste Engineering Research Laboratory	HWERL
Municipal Environmental Research Laboratory	MERL
Office of Environmental Engineering and Technology	OEET
Office of Emergency and Remedial Response	OERR
Office of Health Effects Assessment	OHEA
Office of Research and Development	ORD
Office of Solid Waste	osw .
Office of Solid Waste and Emergency Response	OSWER
Office of Waste Programs Enforcement	OWPE
Policy Analysis Staff	PAS
Waterways Experiment Station	WES
Waste Management Division	WMD